

# **WICHITA AREA METROPOLITAN PLANNING ORGANIZATION**

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## **Policy Body Bylaws**

### **SECTION 1.0 NAME**

The name of the Metropolitan Planning Organization will be the Wichita Area Metropolitan Planning Organization (WAMPO).

### **SECTION 2.0 ORGANIZATION**

#### **2.1 Authority**

The WAMPO was established by the **Metropolitan Planning Area Boundary and Membership Agreement** dated March 16, 2005 (the Agreement).

#### **2.2 Agreement**

The WAMPO planning activities will be carried on through a continuing, comprehensive transportation planning process in cooperation with the Kansas Department of Transportation (KDOT).

#### **2.3 Purpose**

The WAMPO is created to carry out the purpose of the Agreement. That purpose is to fulfill state and federal mandates which include, but are not limited to, the development and implementation of the Long-Range Transportation Plan (the Plan), Unified Planning Work Program, Transportation Improvement Program, and review of the adequacy of current and future transportation plans and programs.

### **SECTION 3.0 MEMBERS**

#### **3.1 Policy Body**

The WAMPO Policy Body (Policy Body) of the organization provides policy guidance. The Policy Body consists of nineteen (19) voting members and one non-voting Ex-Officio member.

#### **Voting Members:**

- Seven (7) planning commissioners appointed by the City of Wichita,
- Seven (7) planning commissioners appointed by Sedgwick County,
- One (1) Wichita Transit representative appointed by the City of Wichita,
- Two (2) elected officials selected by the Sedgwick County Association of Cities,
- One (1) representative, encouraged to be an elected official, from Butler County/ City of Andover, and
- One (1) representative, encouraged to be an elected official, from Sumner County/ City of Mulvane.

Non-Voting Members:

- The Secretary of Transportation (KDOT) will appoint one (1) ex-officio representative to the MPO Policy Body.

### **3.2 Member Selections and Termination**

#### **3.2.1**

The represented agencies charged with selecting their representatives to sit on the Policy Body, shall select the member to represent that agency according to their represented agency's own practices.

#### **3.2.2**

A person's membership on the Policy Body shall be terminated upon the member leaving his or her position named for membership on the Policy Body, or by the group represented by the person choosing a replacement representative.

#### **3.2.3**

Each Policy Body member may send an alternate when unable to attend a meeting. The alternate for voting members will not retain the voting privilege of the member, but can participate in discussions in place of the member.

## **SECTION 4.0 OFFICERS AND COMMITTEES**

### **4.1 Chairperson and Vice-Chairperson**

#### **4.1.1**

The Policy Body shall elect a Chairperson and Vice Chairperson from among its voting members at a regular meeting.

#### **4.1.2**

Elections shall take place each August of each odd numbered year.

#### **4.1.3**

The term of office shall be two (2) years, or until such time new officers are elected.

#### **4.1.4**

In the event of a vacancy in the office of Chairperson or Vice-Chairperson, a member shall be elected to serve the remainder of the term of office. Notice of such election shall be placed as an agenda item and the election shall be conducted in the manner provided in this section.

### **4.2 Duties of the Chairperson**

The Chairperson shall preside at WAMPO Policy Body meetings; appoint subcommittees as needed; sign all resolutions approving required WAMPO documents, and sign the self-certification agreement stating that the WAMPO's planning process complies with federal regulations after the Policy Body approves it, and such other

duties as appropriate.

#### **4.3 Duties of the Vice-Chairperson**

The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson.

#### **4.4 Secretary**

The Secretary shall conduct all the business on behalf of the Policy Body and is hereby designated to act as the “responsible agent” for the Policy Body. The Director of the Metropolitan Area Planning Department will act as Secretary to the Policy Body.

#### **4.5 Support Committees**

The Technical Advisory Committee for Transportation Planning (TAC) will serve as the technical support for the Policy Body. The WAMPO may additionally designate technical committees or subcommittees as necessary to investigate and report on specific subject areas of interest to the WAMPO. Such committee members may, or may not, be members of the Policy Body. The Policy Body must approve bylaws of such committees.

### **SECTION 5.0 QUORUM**

In order for business to be transacted, there must be a recognized quorum of voting members. A quorum shall consist of a majority of the Policy Body voting members appointed at any given time.

A quorum is not lost when a member or members abstain from voting.

If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as a public information meeting or workshop to discuss items on the agenda that do not require approval or action by the Policy Body.

In this event, the names of the members present at such public information meeting or workshop and brief minutes of items discussed shall be recorded.

In the absence of the Chairperson and Vice-Chairperson, the Secretary or staff representative shall determine whether a quorum is present and in that event shall call for election of a temporary Chairperson.

Upon the arrival of the Chairperson, or Vice Chairperson, the temporary Chairperson shall relinquish the Chair upon conclusion of the business immediately before the WAMPO.

## **SECTION 6.0 MEETINGS**

### **6.1 Regular Meetings**

#### **6.1.1**

The Policy Body generally shall hold regular meetings of the Policy Body on the 4th Thursday of each month; in accordance with a schedule of meeting dates approved each year.

#### **6.1.2**

The Secretary may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary, with the consent of the Chairperson.

#### **6.1.3**

Changes to meeting time, place or date and any cancellations of regular meetings shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place or as soon as practicable.

#### **6.1.4**

Opportunities for public comment shall be provided at each meeting.

### **6.2 Special Meetings**

The Chairperson or a majority of the voting members can call special meetings. The Secretary shall give public notice and notice to all members of special meetings not less than 24 hours prior to the meeting.

### **6.3 Conduct of Meetings**

#### **6.3.1**

The meetings of the Policy Body will be held in accordance with the Kansas Open Meetings Act (KOMA).

#### **6.3.2**

The Policy Body shall generally conduct business as prescribed in Roberts' Rules of Order in all areas of parliamentary procedures.

#### **6.3.3**

Locations for all WAMPO meetings shall be accessible by persons with disabilities.

### **6.4 Agendas**

#### **6.4.1**

There shall be an official agenda for every regular meeting of the Policy Body, which shall determine the order of business conducted at the meeting.

#### **6.4.2**

The Secretary in consultation with Policy Body Chairperson shall draft a meeting agenda.

#### **6.4.3**

Meeting agendas sent to Members shall include appropriate materials (e.g., staff reports, draft documents, etc.).

#### **6.4.4**

Regular meeting agendas shall be distributed to Members at least five (5) calendar days in advance of the meeting.

#### **6.4.5**

Public notice of regular WAMPO Policy Body meetings shall be made at least five (5) calendar days in advance.

### **6.5 Record of Proceedings**

#### **6.5.1**

At all meetings of the Policy Body, the Secretary shall record a roll of members, minutes of proceedings, and votes.

#### **6.5.2**

The Secretary shall keep a record of proceedings of the Policy Body.

#### **6.5.3**

The Secretary shall record the minutes of each meeting as a matter of public record and should present such minutes to the Policy Body for approval. Approved minutes of the Policy Body meetings shall be available for public inspection at the office of the Secretary and posted on the web site.

### **6.6 Voting**

Any member remaining silent on a vote shall be considered to have voted in the affirmative, unless the Chairperson has granted permission to a member to refrain from voting, in which event the member shall be recorded as abstaining.

### **6.7 Conflict of Interest**

No member of the Policy Body shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.75-4301 et seq. Should any member have such a substantial interest on a matter coming before the Body or its committees, the Chairperson shall declare an abstention for each affected Body member for that item on the agenda.

## **SECTION 7.0 AMENDMENTS TO BY-LAWS**

These Bylaws may be amended by a two-thirds vote of the Policy Body voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance and the proposed amendment has been placed on the agenda.

All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws.

Revised Bylaws shall be delivered to Policy Body members (both voting and non-voting) at the next regular Policy Body meeting following the Bylaws amendments.

***SECTION 8.0 EFFECTIVE DATE***

The above and foregoing bylaws are hereby adopted as the bylaws of the Wichita Area Metropolitan Planning Organization (WAMPO).

Dated this \_\_\_\_ day of \_\_\_\_, 2005.

**ATTEST:**

\_\_\_\_\_  
**Chairperson**

\_\_\_\_\_  
**Secretary**